Sanitized Copy Approved for Release 2010/04/23: CIA-RDP85-00142R000100150001-6

A_AINISTRATIVE-INTERNAL USE LY

ODP-83-1045 26 July 1983

MEMORANDUM FOR:

Director of Communications

Director of Finance

Director of Information Services

Director of Logistics

Director of Medical Services

Director of Security

Director of Training and Education

STAT

STAT

FROM:

Chief, Management Staff, ODP

SUBJECT:

Draft Headquarters Notice, "Coordination Requirements Prior to the Acquisition of

Personal Computers"

REFERENCE:

Memorandum for DDA Office Directors, from C/MS/ODP, dated 2 Jun 83,

Same Subject (ODP-83-780)

- 1. Attached, for your review and comment, is a revised draft copy of a proposed Headquarters Notice (HN), which describes the coordination requirements for the acquisition of personal computers (PC's). A previous draft of this notice (see reference) had been provided in June to your offices for coordination.
- The intent of this HN is to provide a summary of Agency ADP management and acquisition procedures specifically applicable to personal computers. The language of the notice strikes a balance between excessive and inadequate coordination, both of which could inhibit the utilization of PC's. The objective is to encourage Agency exploitation of this technology in a productive, secure, and reliable fashion.
- 3. The current draft incorporates all but two of the comments received from your staffs regarding our draft of 2 June 1983. An OL suggestion to broaden the notice to all computer acquisitions was not incorporated because of our belief that PC coordination is by far the most significant current problem. An OC request to exclude general-purpose

ADMINISTRATIVE-INTERNAL USE ONLY

MINISTRATIVE-INTERNAL USE ILY

SUBJECT: Draft Headquarters Notice, "Coordination Requirements Prior to the Acquisition of Personal Computers

personal computers used as communications terminals has also not been included. The coordination requirements in the draft notice are derived from includes all digital computer equipment in its purview, irrespective of use.

4. Please provide any written comments you may have on this revision to this office by COB 10 August. These comments will be incorporated into the notice and forwarded to the Regulations Control Division, OIS for Agency-wide coordination and publication. If you or your staff have any general questions concerning this notice, please do not hesitate to contact me. I can be reached on

Specific questions may be addressed to the

ODP Action Officer,

STAT

STAT

STAT STAT

STAT

STAT

Attachment: a/s

cc: C/ISSG/OS

C/ADP&EB/PD/OL

C/RECD/OL

ADMINISTRATIVE-INTERNAL USE ONLY

A INISTRATIVE-INTERNAL USE LY

SUBJECT: Coordination Requirements Prior to the Acquisition of Personal Computers

STAT

MS/ODP bjh/25 Jul 83 (Ltr for Personal Computers) (Atch - Personal Computers) (MSlib2)

DISTRIBUTION:

Orig - See Distribution

1 - C/ISSG/OS

/\(\) - C/ADP&EB/PD/OL

(1) - O/D/ODP

1 - C/RECD/OL

1 - MS Chrono

1 - MS Subject File (Personal Computers)

2 - ODP Registry

ADMINISTRATIVE-INTERNAL USE ONLY

